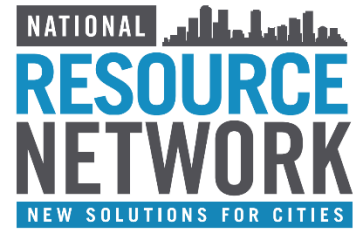




Residents * Resilience *
Resources * Results



Resident Leader Program – Deliverables Funding Opportunity

The City of Brockton has allocated up to \$1,000* per neighborhood association or leader as funds available when certain benchmarks or deliverables are reached or completed. Each neighborhood association must designate EITHER **one person** on the Steering Committee that will receive this funding, or the association itself. It is expected that the one person will be the primary catalyst for the formation and continuing operation of the association. The City will require that person to submit a W-9 to be placed on file, and needs to be aware that for tax purposes a 1099 will be issued at year-end. The association can also decide to have the check payable to the association itself, and must have a bank account in place to process the check. *Please allow a minimum of 30 days from the time required deliverables documentation is submitted until an actual check is issued and mailed.*

The following is a schedule of deliverables and dollars available once completed.

1. The association holds its first core member meeting and completes their Operating Principals document. A name for the association will be decided, the purpose of the association is included in the document, and the association is ready to apply for a tax ID for the purpose of opening a bank account. To receive this payment, the association will give to the Resident Leader Ambassador:

- a. Minutes from the core group meeting to include date, time, place, attendees and a description of the topics covered:
- b. A list of the steering committee members
- c. A copy of the association's operating principals

Funding available: \$250

2. The association obtains a federal tax ID and opens a bank account. The association will give to the Resident Leader Ambassador:

- a. A copy of the letter from the IRS showing the tax ID for the association
- b. The names of the two signors on the bank account
- c. A description of the checks and balances the association will use to make sure that all funds are spent properly; for example:

- i. The names of the two people who will review each invoice and will approve payment of that invoice
- ii. the names of the two people who are authorized to write out an actual check (if not the same as a above)
- iii. the name of the member of the Steering Committee who will oversee this process

Funding available: \$250

3. The association holds TWO general meetings which will be attended by neighborhood residents. To receive this payment, the association will give to the Resident Leader Ambassador:

- a. A description of how the association informed the neighborhood about each meeting and encouraged attendance;
- b. Minutes from each meeting to include date, time, place, list of attendees and a description of the topics covered;
- c. Next steps listed and next meeting date scheduled

Funding available: \$250

4. The association members decide on and schedules its first project or event. To receive this payment, the association will give to the Resident Leader Ambassador:

- a. A copy of the flyer for the event or program
- b. A statement of how the event will be publicized and who the expected attendees will be
- c. A statement of the purpose and meaning of the event or program
- d. If applicable, a copy of the request for a mini-grant can be substituted for b and c above

Funding available: \$250

****To a maximum of \$5,000 for the entire program in FY2019; funds will be disbursed as available in FY20.***